

VIA : AIR

BOOK DISPATCH NO. 240

TO : Chiefs of All Class A Stations and Bases DATE

FROM : Comptroller

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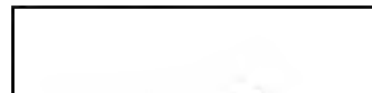
SUBJECT: GENERAL - Administrative
SPECIFIC - Rotation Policy - SF Career Service Personnel

ACTION : Information and Guidance for SF Personnel

1. The following comments regarding the general rotation and reassignment policy followed by the SF Career Service Board are furnished for the information and guidance of SF personnel in completing Field Reassignment Questionnaire and otherwise planning for future assignments:
 - a. The Board generally looks with favor on extensions up to one year or a second tour in those cases where the employee is completing a first overseas tour after extended Headquarters duty.
 - b. In order to minimize personal problems, particularly where employees have school age children, the Board desires, where feasible, that incumbents completing field tours plan to depart field assignments after 1 July. In such cases, replacements will be scheduled for arrival prior to 1 July in order to provide a reasonable period of overlap. It is recognized, of course, that this schedule may not be feasible in those cases where tours end in the fall and winter.
 - c. To avoid complete changes of key personnel during brief periods, it is requested that in each case the Senior Finance Officer or his assistant plan to stagger completion of their tours in such manner that at least six (6) months will elapse between their departure dates. To this end it may be necessary for one of them to agree to

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3. Your cooperation in assuring that the above information is brought to the attention of all SF personnel will be appreciated.



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E. R. SAUNDERS

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ED/LMB:ymc (26 March 1957)

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